



# VACATION INITIAL SUBMITTAL CHECKLIST E-13

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Project Name \_\_\_\_\_

DWG No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This form is to be used for the relinquishment of a City of Carlsbad street right-of-way or public service easement. For the relinquishment of Carlsbad Municipal Water District easements, please use the Quitclaim Submittal Checklist.
- Fee schedules and forms are located on the City of Carlsbad's Web site at [www.carlsbadca.gov/development-fees](http://www.carlsbadca.gov/development-fees) and [www.carlsbadca.gov/development-forms](http://www.carlsbadca.gov/development-forms). Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed City Engineering Plancheck Application form
- \_\_\_\_\_ 4. Letter from applicant requesting vacation and indicating reason(s) for vacation
- \_\_\_\_\_ 5. \*For street vacations:
  - a) nineteen copies of the legal description of the street to be vacated. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A," and
  - b) nineteen copies of the plat (include vicinity map on plat), each on a separate 8 1/2" X 11" sheet labeled "Exhibit B"
- \_\_\_\_\_ 6. \*For public service easement vacations:
  - a) six copies of the legal description of the easement to be vacated. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A," and
  - b) six copies of the plat (include vicinity map on plat), each on a separate 8 1/2" X 11" sheet labeled "Exhibit B"
- \_\_\_\_\_ 7. For public service easement vacations, copy of instrument dedicating original easement
- \_\_\_\_\_ 8. For summary vacations, signed Summary Vacation Process Limitations form
- \_\_\_\_\_ 9. \*Two sets of traverse calculations for metes and bounds description
- \_\_\_\_\_ 10. Two copies of preliminary title report issued within 6 months of application
- \_\_\_\_\_ 11. Concurrent submittal required (as applicable): Grading Plans, Improvement Plans, Map, etc.
- \_\_\_\_\_ 12. Application fee
- \_\_\_\_\_ 13. Other: \_\_\_\_\_

COMMENTS \_\_\_\_\_

SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_



# VACATION RESUBMITTAL CHECKLIST E-13

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal description, plat, review checklist, reports, and calculations
- \_\_\_\_\_ 5. \* \_\_\_\_\_ copies of the corrected legal description
- \_\_\_\_\_ 6. \* \_\_\_\_\_ copies of the corrected plat
- \_\_\_\_\_ 7. \*Two sets of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 8. Two copies of preliminary title report issued within six months of resubmittal
- \_\_\_\_\_ 9. Concurrent resubmittal required (as applicable), corrected as necessary: Grading Plans, Improvement Plans, Map, other: see below
- \_\_\_\_\_ 10. OTHER: \_\_\_\_\_

COMMENTS \_\_\_\_\_

SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_



# VACATION MYLAR SUBMITTAL CHECKLIST E-13

Development Services

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_

Project Name \_\_\_\_\_

Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of legal description, plat, review checklist, reports, and calculations
- \_\_\_\_\_ 5. \*Four originals of the corrected legal description, signed and sealed
- \_\_\_\_\_ 6. \*Four originals of the corrected plat, signed and sealed
- \_\_\_\_\_ 7. \*Two sets of corrected traverse calculations, signed and sealed
- \_\_\_\_\_ 8. Concurrent mylar submittal required, as applicable: Grading Plans, Improvement Plans, Map, other: see below
- \_\_\_\_\_ 9. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



## SUMMARY VACATION PROCESS LIMITATIONS E-13

*Development Services*

**Engineering Department**

1635 Faraday Avenue

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Proposed Vacation No.: \_\_\_\_\_

California Streets and Highways Code Section 8334.5 prohibits a street or public service easement from being summarily vacated if there are in-place public utility facilities that are in use and would be affected by the vacation. In such a situation, the proposed vacation must be processed via the general vacation process, which requires additional processing time and a higher processing fee.

If this application requires processing via the general vacation process, the applicant will be notified and processing of the application will be suspended until the additional fee is paid.

By signing this form, the undersigned acknowledges that the application being submitted as a summary vacation may need to be processed via the general vacation process, which requires additional processing time and fees.

\_\_\_\_\_  
Signature Date

Signer is (check one):

☐ Property Owner ☐ Applicant

\_\_\_\_\_  
Print Name